

## Application For Compensation

### *For Attorneys and Trustees*

**BEFORE YOU BEGIN:** These instructions will guide you through docketing an Application for Compensation in a Chapter 7, 11, or 12 case. Applications for Compensation for Chapter 13 cases operate more similarly to any other motion and do not involve all of the screens listed in this section. For assistance in docketing an Application for Compensation in a Chapter 13 case, see the section regarding Motions.

CM/ECF records professional fee and expense requests filed by trustees, attorneys or other professionals.

In this process the user records as many applicant requests as necessary and has the option of permanently adding those parties to the case. If there is no need to have each professional applicant as an active participant on the case, the Person record will appear on the Party pick list *only for this event*. Filers will be identified separately even if the filer is requesting fees and/or expenses on his/her own behalf.

This lesson shows how to process applications filed

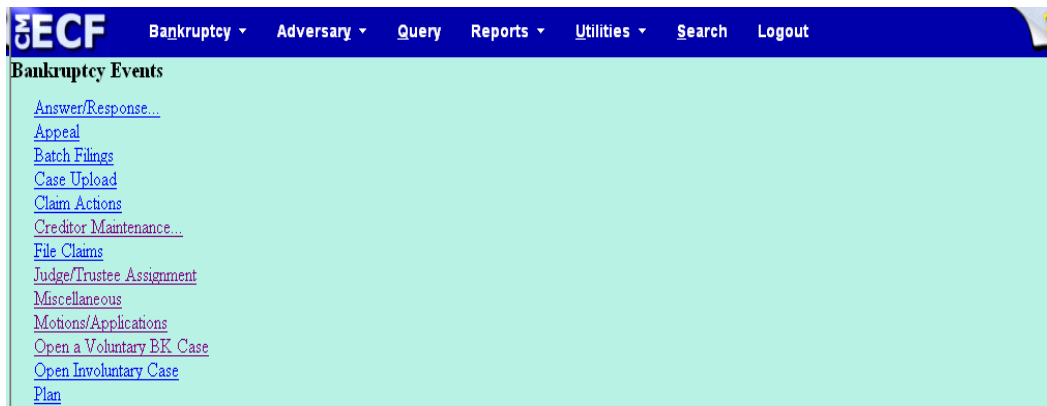
- by trustees or attorneys for other professionals,
- by trustees for their own fees and expenses,
- by attorneys for their own fees and expenses.

**STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu.  
(See Figure 1.)



**Figure 1**

**STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



**Figure 2**

- ◆ Click the **Motions/Applications** hyperlink.

**STEP 3** The **CASE NUMBER** screen displays the last case number used in this CM/ECF session. If this is the correct case, accept it by clicking on **[Next]**. Otherwise, enter the correct case number in YY-NNNNN format and click **[Next]**. (See Figure 3.)

The screenshot shows a web form titled "File a Motion" in blue text. Below the title is a light gray box containing the text "Case Number". Inside this box is a white text input field with the text "3:08-bk-30005" entered. Below the input field are two buttons: "Next" and "Clear".

**Figure 3**

- ◆ Enter the case number in YY-NNNNN format and click **[Next]**.

**STEP 4** Select the Compensation event from the **EVENT SELECTION** screen. (See Figure 4.)

The screenshot shows a web application titled "File a Motion". At the top, it displays "08-30005 Grace Ritterson". Below this is a search bar with the placeholder text "Start typing to find another event. Hold down Ctrl to add additional items." Under the search bar, there are two panels: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" panel contains a list of legal events, with "Compensation-7,11,12" highlighted in blue. The "Selected Events" panel contains the text "Compensation-7,11,12". At the bottom of the "Available Events" panel, there are "Next" and "Clear" buttons.

Available Events (click to select events)	Selected Events (click to remove events)
Amend Order of Confirmation	Compensation-7,11,12
Amended Motion/ Application	
Appear pro hac vice	
Appoint Creditors' Committee	
Appoint Examiner	
Appoint Trustee	
Appointment of Consumer Privacy Ombudsman	
Approve Settlement	
Assume Lease or Executory Contract	
Avoid Lien on Household Goods 522(f)(1)(B)(i)	
Avoid Lien-Other Than Household Goods	
Borrow	
Cancel Meeting of Creditors	
Certification to Court of Appeals	
Compel	
Compensation-13	
<b>Compensation-7,11,12</b>	
Conditional Use of Cash Collateral	
Confirm Sale	

**Figure 4**

- ◆ Type the name of the event in the field or scroll the list to display the events.
- ◆ Click to highlight, then click on the **[Next]** button to continue

**STEP 5** The attorney **JOINT FILING** screen may then display.  
(See Figure 5.)



**File a Motion:**

08-30005 Grace Rittperson

☐ Joint filing with other attorney(s).

Next Clear

**Figure 5**

- ◆ This screen is used only if another attorney is joining in a filing, such as a stipulation. If you are the trustee or the only attorney filing this application, skip this screen.
- ◆ Click **[Next]**.

**STEP 6** The **PARTY SELECTION** screen will be presented listing all the participants on this case. (See Figure 6.)



**File a Motion:**

[08-30005 Grace Rittperson](#)

**Select the Party:**

Apperson, Julie Brown [Trustee]  
Golden, Joseph J. [US Trustee]  
Rittperson, Grace [Debtor]


[Add/Create New Party](#)

Next Clear

**Figure 6**

**NOTE:** Adding the professional to the party list at this point does not add them as a party to the case. They will appear on the pick list solely for the purpose of recording the request for fees and expenses.

**STEP 7** The **PARTY SELECTION** screen will then *temporarily* list all professionals required for this pleading. (See Figure 7).



**File a Motion:**

[08-30005 Grace Rittperson](#)

Select the Party:

Apperson, Julie Brown [Trustee]  
Golden, Joseph J. [US Trustee]  
Rittperson, Grace [Debtor]

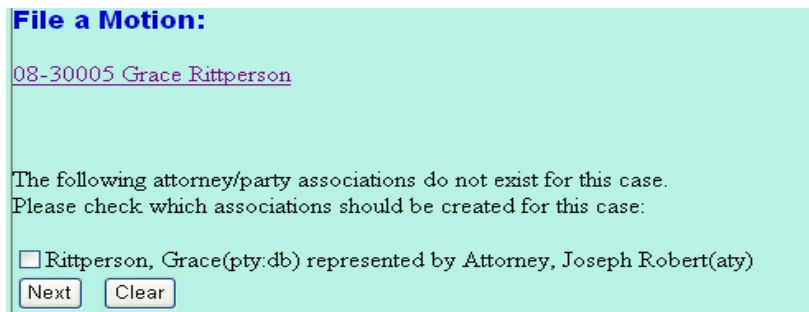
[Add/Create New Party](#)

Next Clear

**Figure 7**

- ◆ If you are the attorney filing for compensation on your own behalf, select the party you represent.
- ◆ If you are the attorney filing for compensation for another professional, select that party.
- ◆ If you are the trustee filing for compensation on your own behalf, select your name.
- ◆ If you are the trustee filing for compensation for other professionals, select your name as well as the party or parties.
- ◆ If the **PROFESSIONAL** is already a party on the case, you will be able to select them from this screen. Otherwise click on the **[Add/Create New Party]** hyperlink to add the new applicant(s) to the party list. If there are multiple applicants on one application, each applicant should be added at this time.
- ◆ Select **[Next]**.

- STEP 8** The **ATTORNEY/PARTY ASSOCIATION** screen may appear. This screen presents a check box to establish the client/attorney association. If the attorney/trustee does not represent the professional, do not check the box. **(See Figure 8).**



**File a Motion:**

08-30005 Grace Rittperson

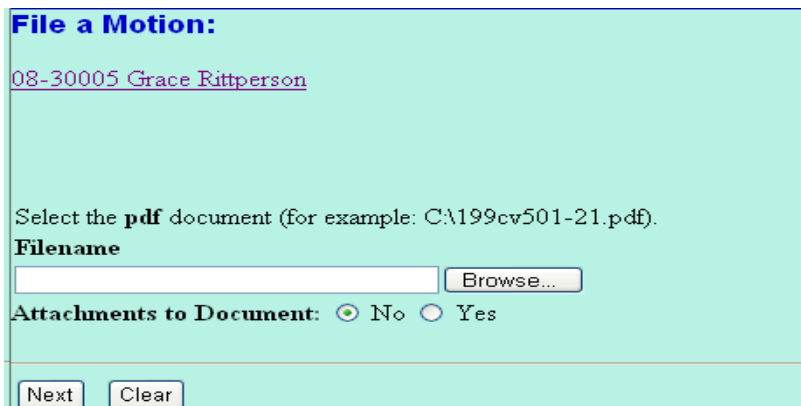
The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

☐ Rittperson, Grace(pty.db) represented by Attorney, Joseph Robert(aty)

**Figure 8**

- ◆ Click **[Next]**.

- STEP 9** The **PDF DOCUMENT SELECTION** screen will then display. **(See Figure 9a.)**



**File a Motion:**

08-30005 Grace Rittperson

Select the pdf document (for example: C:\199cv501-21.pdf).

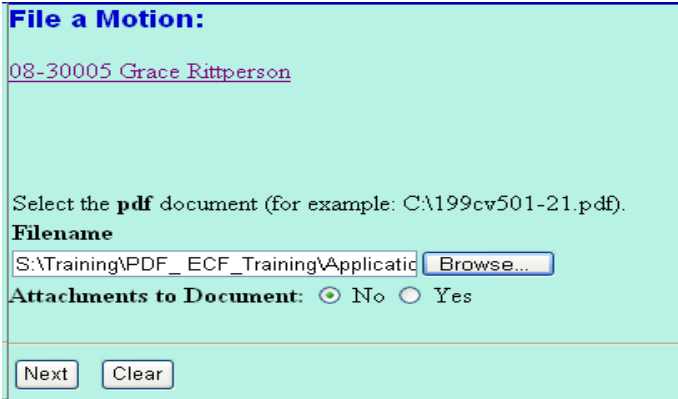
**Filename**

**Attachments to Document:** ☒ No ☐ Yes

**Figure 9a**

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
  - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
  - Close the Adobe application if that is the correct file, click **[Open]** on the FILE UPLOAD dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen will then show the pathway to the PDF file. (See Figure 9b.)



**File a Motion:**

08-30005 Grace Rittperson

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

S:\Training\PDF\_ECF\_Training\Applicatio

**Attachments to Document:** ☒ No ☐ Yes

**Figure 9b**

- ◆ Click **[Next]**.



**STEP 10** The **FEE PROCESSING** screen in **Figure 10a** will present yourself and each party selected from the previous party pick list screen.

Data entered on this screen are recorded in the professional fees and expenses record for inclusion on the Professional Fees Applied For/Awarded report.

**File a Motion:**

[08-30005 Grace Rittperson](#)

Applicant Joseph Robert Attorney Jr.		Type	Debtor's Attorney
<input checked="" type="checkbox"/> Filer			
From	<input type="text"/>	To	<input type="text"/>
Fee request \$	<input type="text"/>	Expense request \$	<input type="text"/>

---

Applicant Grace Rittperson		Type	Unknown/None
<input type="checkbox"/> Filer			
From	<input type="text"/>	To	<input type="text"/>
Fee request \$	<input type="text"/>	Expense request \$	<input type="text"/>

Next Clear

**Figure 10a**

- ◆ Two check boxes **may** appear for each party.
  - The Filer check box will appear below each party name. Select the filer of the application.
  - If the party is not currently a party to the case, a Party check box appears below the professional type list. The *professional fee* record will be created regardless if the applicant is a formal party on the case. If you check this Party box, the name will appear on the Party pick list for this case in future processing. Follow local guidelines on this issue.

**NOTE:** The professional fee record will be created regardless if the applicant is a formal party on the case.

- ◆ The Professional Type must be selected to record the applicant's role in the case. The Professional Type for the applicant will be listed on the Awarded Professional Fees report. Attorney filers should choose Debtor's Attorney, Creditor's Attorney, or Trustee's Attorney.
- ◆ Enter the date or date range for services performed.
- ◆ Enter the amount(s) in the Fee and Expense fields in dollars and cents. Do not use \$ or commas.

To summarize:

If the filer is...	Then
Trustee filing for compensation on behalf of another professional (See Figure 10a)	1) Check FILER box below trustee's name and select proper professional type; DO NOT include date(s), fee and expense information for trustee record 2) Select professional type, check PARTY box only, record date(s), fee and expense information for professional for which compensation is requested
Debtor's attorney filing for compensation on his/her own behalf or on behalf of law firm (See Figure 10b)	1) Record professional type, date, fee and expense information ONLY for attorney or law firm 2) Leave debtor(s) record(s) blank
Trustee filing for compensation on his/her own behalf (See Figure 10c)	1) Include professional type, date, fee and expense information in one trustee record.

- ◆ The **FEE PROCESSING** screen for the debtor's attorney application for compensation would look like Figure 10b.

**File a Motion:**

08-30005 [Grace Rittperson](#)

Applicant Joseph Robert Attorney Jr.		Type	Debtor's Attorney
<input checked="" type="checkbox"/> Filer			
From	1/2/2008	To	6/30/2008
Fee request \$	5,000	Expense request \$	500

---

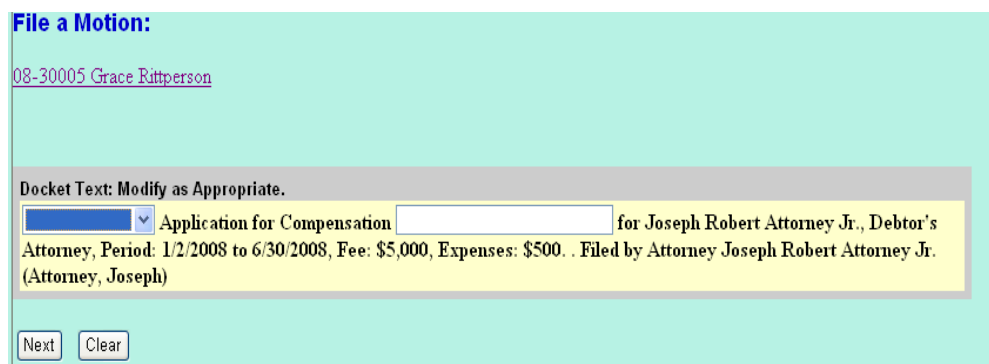
Applicant Grace Rittperson		Type	Unknown/None
<input type="checkbox"/> Filer			
From		To	
Fee request \$		Expense request \$	

**Figure 10b**

**NOTE:** If a trustee is filing for compensation on his own behalf, there will be one party record. The Filer designation should be checked.

- ◆ Click **[Next]** to continue.

**STEP 11** The **MODIFY TEXT** screen will allow you to select pretext or add more detail to the docket text. (See Figure 11)



The screenshot shows a web interface titled "File a Motion:". Below the title is a link "08-30005 Grace Rittperson". A section titled "Docket Text: Modify as Appropriate." contains a dropdown menu with a blue arrow pointing down, currently showing "Application for Compensation". To the right of the dropdown is a text input field. Below these is a line of text: "for Joseph Robert Attorney Jr., Debtor's Attorney, Period: 1/2/2008 to 6/30/2008, Fee: \$5,000, Expenses: \$500. . Filed by Attorney Joseph Robert Attorney Jr. (Attorney, Joseph)". At the bottom of the form are two buttons: "Next" and "Clear".

**Figure 11**

◆ Select **[Next]**.

**STEP 12** The **FINAL DOCKET TEXT SCREEN** is then presented.  
(See Figure 12.)

The screenshot shows a web interface with a light blue background. At the top left, it says 'File a Motion:'. Below that is a link '08-30005 Grace Rittperson'. In the center, there is a grey box with the text 'Docket Text: Final Text' and a yellow box containing the text 'Application for Compensation for Joseph Robert Attorney Jr., Debtor's Attorney, Period: 1/2/2008 to 6/30/2008, Fee: \$5,000, Expenses: \$500.. Filed by Attorney Joseph Robert Attorney Jr. (Attorney, Joseph)'. Below the yellow box, there is a red warning message: '.Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom left, there are two buttons: 'Next' and 'Clear'.

**Figure 12**

- ◆ Verify the final docket text. Read the warning message and proceed.
- ◆ If the final docket text is incorrect:
  - Click your browser's **Back** button to the **FEE PROCESSING** screen and change the figures there.
  - To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.
- ◆ If correct, click **[Next]**.